

Administration of Medication Policy and Appendix

Southern Montessori ELC

Version	Approved By	Date	Maintained By	Next Review
3	Board of Governors	Sept 2023	Management	Sept 2026

Regulations	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement–anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication
	136	First Aid Qualifications
	245	Person taken to hold approved first aid qualification
	246	Anaphylaxis training
	247	Asthma management training

National Quality Standards	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	6.2.2	Effective partnerships support children's access, inclusion and participation in the program.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Background

Families at Southern Montessori Education Centre place a high level of trust and responsibility on educators and need to feel confident that, in their absence, their children will be kept safe and secure and their well-being protected.

This is particularly the case in the administration of medication to children. Administering medication to a child is considered a high risk practice, and legislative requirements contained within the Education and Care Services National Law Act 2010(Vic) and Education and Care Services National Regulations, and any other relevant legislation, are to be strictly adhered to by service educators/staff. Medication includes prescription, over-the-counter and homeopathic medicines.

Administration of Medication Policy and Appendix	Version 3
Maintained By: Management	Page 1

The National Health and Medical Research Council (NHMRC) recommend that children who are physically unwell be excluded from early childhood education and care services to minimise disease outbreaks, and provide exclusion periods which apply for children with particular infectious diseases.

As far as possible, medicines should be given to children prior to or after attending the Centre, and will only be administered at the Centre in situations where it would be detrimental to the child’s health if not given at a particular time. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect. However, it is reasonable that, from time to time, children may need to be given medication while they are in care. In addition, children with certain medical conditions (e.g. asthma, allergies, diabetes) may need scheduled or unscheduled administration of medication.

In caring for children, educators need to: feel competent to perform their duties; understand their liabilities and duty of care requirements; and be provided with sufficient information and training regarding the administration of medications and other treatments appropriate to the early learning education environment.

Policy Statement

The Centre maintains close and regular communication with parents and takes an informed and responsible team approach to administering medication to children and documenting the process. To ensure the safety and wellbeing of children with identified health care needs, the Centre has clear guidelines for managing medical conditions and requires its educators to be trained to respond appropriately. First and foremost, educators must know the precise response expected of them for each individual child as detailed by the child’s doctor.

The Centre is unable to accommodate children who require a care regime or medical procedures that educators are not trained to deliver.

Strategies and Practices

- Prior to enrolment, parents are asked to provide details of known medical conditions or specific health care needs (e.g. asthma, diabetes, anaphylaxis). Where a child has a known medical condition or requires specific health care, the parent must provide the Centre with a copy of the Medical Management Plan. This document must be completed in consultation with the family doctor before the child may commence at the Centre. The Nominated Supervisor clarifies the nature of the medical condition and how it is to be managed. Refer to the Centre’s Medical Conditions Policy for further information.
- Families of children with medical conditions or specific health care needs are referred to the Administration of Medication Policy.
- Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the Centre without that medication. Refer to the Centre’s Medical Conditions Policy.
- Before medication is administered, the parent or person named in the enrolment form as authorised to consent to administration of medication must complete the Centre’s Medication Administration Form. The details on the form must be the same as those on the label of the medication.
- Medication can only be administered:
 - If it has been prescribed by a registered medical practitioner, from its original container with the original label including the name of the child for whom it is prescribed, and is before the expiry or use-by date, or
 - From its original container, with the original label and instructions and before the expiry or use by date, and in accordance with any instructions attached to the medication or provided by a registered medical practitioner, either verbally or in writing

Administration of Medication Policy and Appendix	Version 3
Maintained By: Management	Page 2

- Educators administer medication according to the “Five Rights” (i.e. right patient, right time, right medication, right dose, right manner). Before medication is given to a child, an educator, other than the one administering the medication, verifies the accuracy of each of these Five Rights. After giving the medication, the educator who administered the medication enters the following details on the Administration of Medication Record – date, time, medication administered, dosage, the manner in which the medication was administered, name and signature of the educator who administered it and the name and signature of the educator who verified. The child’s parent will be asked to sign the Administration of Medication Record as soon as is practicable after medication has been administered.
- Children are not permitted to self-administer medication as per National Regulations.
- Whenever medication is administered, educators continuously monitor the well-being of the child concerned.
- Educators wash their hands immediately before and after administering medications, and wear gloves when applying creams.
- Medication is stored securely away from children, and according to the instructions on the label. Medication that does not need to be refrigerated is stored in a cupboard, located in the kitchen area, inaccessible to children. Medication that needs refrigeration is stored in the refrigerator in a locked kitchen. Asthma medication and EpiPens are stored in a location accessible to educators but inaccessible to children.

Exception to the authorisation requirement – anaphylaxis or asthma emergency

- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. If this occurs, the Principal or Nominated Supervisor ensures that the child’s parent(s), and emergency services, are notified as soon as practicable.

Responsibilities of Parents

- To keep the Centre informed of any changes to their child’s medical condition.
- To provide their child’s Medical Management Plan and ensure it is reviewed annually, and to inform the Nominated Supervisor of any change in their child’s medical condition and/or in the Plan in the interim.
- To ensure that sufficient medication for their child’s specific health care need, allergy or relevant medical condition is at the Centre whenever the child is in attendance and to ensure a Medication Administration Form has been completed.
- To ensure any medication brought to the Centre has been prescribed by a registered medical practitioner is in the original container, bearing the original label and instructions and before the expiry or use by date.
- To hand medications directly to an educator. Medication of any kind is never to be left in a child’s bag, or with any person other than an educator.
- To collect their unwell child promptly when called to do so, and to sign the required forms at that time.

Related Policies

- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Hygiene and Infection Control Policy
- Medical Conditions Policy

Sources, Further Reading and Useful Websites

Sources

- National Health and Medical Research Council. (2013). Staying healthy in child care: Preventing infectious diseases in child care. 5th ed.

Administration of Medication Policy and Appendix	Version 3
Maintained By: Management	Page 3

Useful websites

- Anaphylaxis Australia: www.allergyfacts.org.au/
- Asthma Foundation: www.asthmafoundation.org.au
- Diabetes Australia: www.diabetesaustralia.com.au/
- The Centre for Community Child Health: www.rch.org.au/ccch/

Document History and Version Control Table			
Version	Date Approved	Approved By	Brief Description
1	2014	Board of Governors	Creation of original document
2	July 2019	Board of Governors	Review ratified at Board
3	September 2023	Board of Governors	Review ratified at Board

Administration of Medication Policy and Appendix	Version 3
Maintained By: Management	Page 4

Appendix A

MEDICATION ADMINISTRATION FORM

Date: ____/____/____

I _____ authorise staff of Southern Montessori School to administer medication to my child.

Medication can only be administered:

- If it has been prescribed by a registered medical practitioner, from its original container with the original label including the name of the child for whom it is prescribed, and is before the expiry or use-by date, or
- From its original container, with the original label and instructions and before the expiry or use by date, and in accordance with any instructions attached to the medication or provided by a registered medical practitioner, either verbally or in writing.
- In the case of asthma / anaphylaxis, the parent / caregiver must provide an Asthma / Anaphylaxis Management Plan from their doctor and an emergency or first aid care plan.

STUDENT'S NAME		
Parent's / Caregiver's name (s)		Contact number(s)
Name of Medication		
Dosage and manner of administration		
Frequency and duration of administration		
Symptoms your child usually displays		
Time and date, or the circumstances under which, the medication should be administered		
Emergency / special instructions		
Parent / Caregiver signature		Date:
Staff member signature		Date:
Doctor's signature		Date: